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ABSTRACT

This booklet provides profiles of career opportunities in the National Park Service. Careers profiled include park ranger, park police, guard, administrator, design and construction, and maintenance, trade and craft positions, and other opportunities. Each career description includes information on some or all of the following: duties; location; training; career potential; how to apply; and basic qualifications for the various grades of the position. Information is also provided on employment opportunities, employment benefits, the application and hiring process, and federal job information centers. A map of the National Park Service and locations of National Park Service offices is included. (KC)

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National Park Service

Careers

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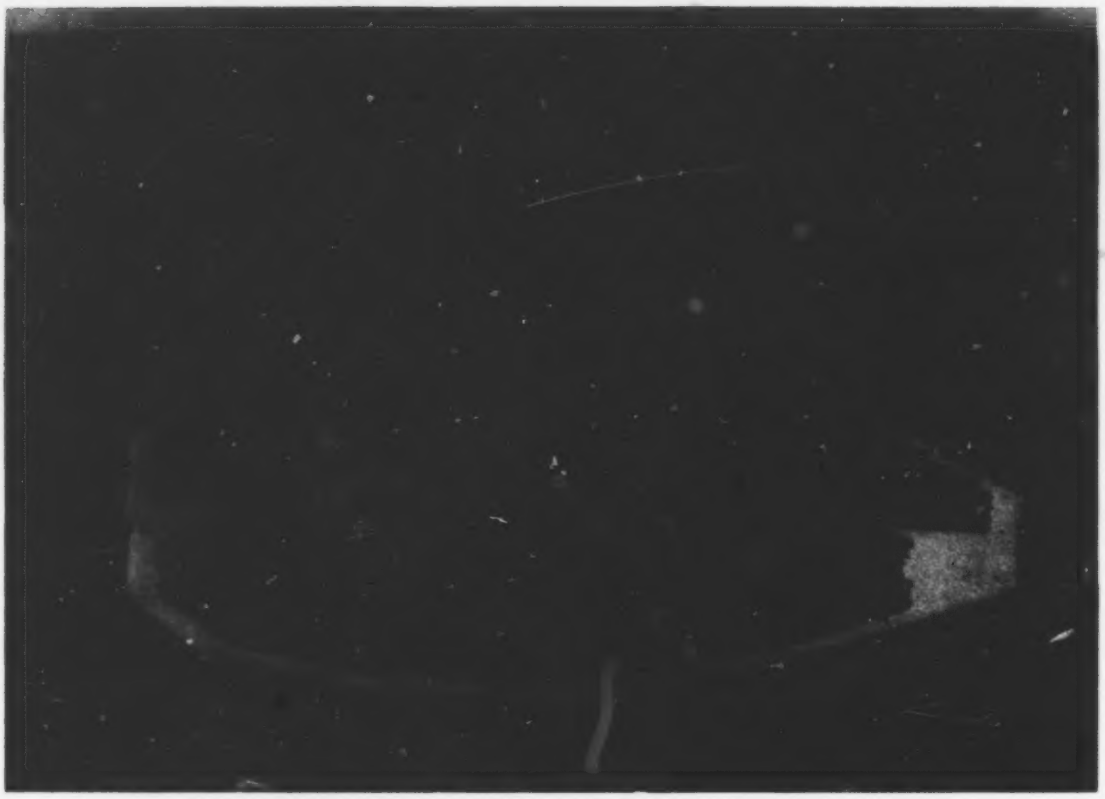
National Park Service

Careers



U.S. Department of the Interior

About the National Park Service

Employment

HIGHLIGHTS

- The Service has approximately 7,500 permanent full-time positions. At peak employment during the summer season, total employment may reach 21,500. Total employment figures include permanent full-time, permanent less-than-full-time (part-time), and temporary employees.
- All positions are filled in accordance with Office of Personnel Management (Civil Service) regulations. A person seeking an initial appointment to a permanent position must acquire eligibility on an appropriate Office of Personnel Management (OPM) register.
- Although you will be considered without regard to race, color, religion, age, sex, national origin, political affiliation, or other nonmerit factors you must be a United States citizen. For certain jobs there may be age and physical qualifications. Generally, one must be 18 years old (some positions require age 21).
- Many national park areas are located long distances from cities. Permanent employees who want to work in parks find that career advancement often depends upon willingness to be transferred every few years.
- The Park Service maintains a headquarters office in Washington, D.C., ten Regional Offices, in Boston, Philadelphia, Washington, D.C., Atlanta, Omaha, Denver, Santa Fe, San Francisco, Alaska and Seattle, an interpretive design center in Harpers Ferry, WV, and a service center in Denver for park design and construction of facilities.
- Park staffs range in size from 7 employees in the smallest area to 630 in Yellowstone at peak season.
- Competition for jobs is keen. One must be very well qualified to be seriously considered, especially for permanent full-time positions.
- The Park Service offers no financial assistance or job training to applicants.

EQUAL EMPLOYMENT OPPORTUNITY

The National Park Service offers an equal opportunity for all qualified applicants to be selected for jobs at all levels. We take seriously our goal to provide equal consideration regardless of race, religion, color, national origin, sex, physical handicap, age, political affiliation, or any other nonmerit factor.

The Equal Employment Opportunity (EEO) program is integral to our vigorous affirmative action in all hiring and promotional activities. The EEO staff in the headquarters office and the EEO Officers in each Regional Office ensure that all employees and applicants receive equal and fair treatment. To achieve a representative balance on all National Park Service unit staffs, each park develops an EEO program plan, and EEO staff members contribute to an annually revised Affirmative Action Program plan.

We encourage **all** interested and qualified persons to apply for positions with the National Park Service. We heartily believe that our emphasis on equal employment opportunity yields benefits for the agency, its employees, and its visitors.

Park Ranger

Park Rangers perform a wide variety of duties in managing parks, historical sites, and recreational areas. They wear the prescribed uniform.

Duties

Park Rangers supervise, manage and perform work in the conservation and use of resources in national parks and other Federally-managed areas. Park Rangers carry out various tasks associated with forest or structural fire control; protection of property; gathering and dissemination of natural, historical, or scientific information; development of interpretative material for the natural, historical, or cultural features of an area; demonstration of folk art and craft; enforcement of laws and regulations; investigation for violations, complaints, trespass/encroachment, and accidents; search and rescue; and management of historical, cultural, and natural resources, such as wildlife, forests, lakeshores, seashores, historic buildings, battlefields, archeological properties, and recreation areas.

At the lower grades, they also operate campgrounds, including such tasks as assigning sites, replenishing firewood; performing safety inspections, provide information to visitors, and lead guided tours. Differences in the exact nature of duties depend on the grade of the position, the site's size and specific needs.

Location

Park Rangers work in urban, suburban, and rural areas. More than half of the Park Rangers work in areas east of the Mississippi River. Much of their work is performed outdoors, but often Rangers must work in offices, especially as they advance and assume more managerial responsibilities.

During their careers, most Rangers can expect to be assigned to several different parts of the country. While we try to take into account each employee's preferences, we do not guarantee that a Ranger will remain stationed in only one area.

Training

The orientation and training a Ranger receives on the job is sometimes supplemented with formal training courses. Training for duties which are unique to the Park Service is available at the Horace M. Albright Training Center at Grand Canyon National Park, AZ, and the Stephen T. Mather Training Center at Harpers Ferry, WV. In addition, the Park Service makes use of the training facilities at the Federal Law Enforcement Training Center in Brunswick, GA. Performance is evaluated critically on a continuing basis and only those who prove completely satisfactory in every respect are retained in the park management career field.

Career Potential

Park Rangers usually begin their service at grade GS-4, although some positions are filled at GS-2 or GS-3. From the entry level, Rangers may move through the ranks to become District Rangers, Park Managers, and Staff Specialists in interpretation, resource management, park planning, and related areas. At upper levels, Rangers' responsibilities and independence increase as their influence covers more staff and area. Upper level managers in the Park Service are recruited primarily for their managerial capabilities; the Park Ranger ranks are a primary source of managerial competence. Competition exists for Park Ranger positions at all grade levels.

How to Apply

Applicants should contact the Regional Office having jurisdiction over the area of interest to inquire about vacant positions. When hiring from outside the Federal Government, agencies may request authorization from OPM to recruit and make selections from among persons who apply directly to them. Application procedures, and how they differ depending on your "status" and eligibility, are discussed further on page 15.

Basic Qualifications

Applicants must have the kinds, quality, and amount of experience, education, and/or training outlined below to qualify for each grade:

GRADE 2. Six months of general experience or graduation from a full 4-year or senior high school or possession of a General Education Development High School Equivalency Certificate (GED).

GRADE 3. One year of general experience or completion of one year of study in an accredited college or university that included or was supplemented by at least six semester hours of course work in any one or a combination of the course curricula described at the GS-5 level.

GRADE 4. One year of specialized experience; or completion of two years of study in an accredited college or university that included or was supplemented by at least 12 semester hours of course work in any one or a combination of the course curricula described at the GS-5 level or any equivalent combination of experience, education and training.

GRADE 5. Two years of specialized experience; or completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree that included or was supplemented by 30 semester hours of course work in any one or a combination of the following: any field-oriented natural science, natural resource management, earth science, history, archeology, anthropology, park and recreation management, or other closely related subjects pertinent to the management and protection of natural and cultural resources or any equivalent combination of experience, education and training.

GENERAL EXPERIENCE is any experience which provides evidence of one or more of the following abilities:

- The ability to deal effectively with individuals in a courteous, tactful manner in a variety of work environments, including street situations;
- The ability to convey information orally to groups in formal and informal settings; and/or
- The ability to compose clear, accurate reports or correspondence.

SPECIALIZED EXPERIENCE is technical, administrative, or scientific experience gained in park operations, fish and wildlife management, recreation management, historic preservation, natural and cultural resource management, or park-related work.

Park Police

The primary duty of the U.S Park Police is to protect life. Police Officers are hired by our National Capital Region and are initially assigned to the metropolitan Washington, D.C., area, where most of the force operates. Police Officers may be assigned to areas in New York City or San Francisco and may be detailed to any part of the National Park System on a temporary basis, but men and women who are considering careers as Park Police should expect to work in a large urban area.

Park Police Officers preserve the peace; prevent, detect, and investigate accidents and crimes; aid citizens in emergency situations; arrest violators; and often provide crowd control at large public gatherings. A very specialized group within the law enforcement field, the Park Police force includes horse mounted, motorcycle, helicopter, and canine units, a special equipment and tactics team, and investigations and security details. Park Police wear an official uniform.

In spite of the fact that the Police Officers work irregular hours and are exposed to hazardous and stressful situations, the competition for these jobs is great, and examinations for these positions are not always open.

Basic Qualifications

Unless they are eligible for Federal transfer or reinstatement, applicants must pass a written test administered by the OPM Office in Washington, D.C. (see page 16). All applicants must be at least 21, but under 31 years old, have proportional height and weight, have good vision, possess or be able to obtain a valid driver's license, pass a physical examination prior to final selection, and undergo a personal background investigation.

The Park Police force looks for individuals who can exercise mature judgment in applying the law to a variety of situations. The abilities to learn and apply detailed and complex regulations and procedures, to communicate effectively, both orally and in writing, and to keep one's composure under pressure are indicators of successful job performance. Two years of progressively responsible experience demonstrating the types of knowledge, skills, and abilities just described, or the substitution of successfully completed education beyond high school at the rate of 1 year (30 credits) for every 1 year of experience, qualifies you for entry-level consideration.

Further information is available from our National Capital Region Office, listed on page 20.

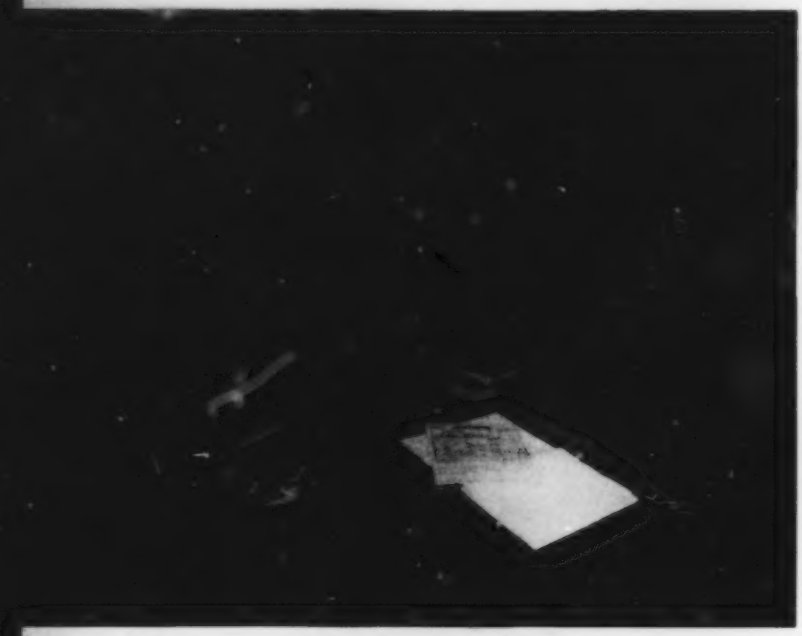
GUARD

The uniformed guard force protects Federal property and buildings. Guards either may serve at fixed posts or patrol assigned areas to prevent and protect them from hazards of fire, theft, accident, damage, and trespass. Most guards are located in the National Capital Region, as a sub-unit of the Park Police, for which they work as permanent part-time employees. A few are located in other Regions and some have full-time positions. Duties require moderate to arduous physical exertion; irregular hours are common. Applicants must have emotional and mental stability and the physical fitness to discharge their assigned duties and responsibilities. A valid driver's license is required for some positions, but no written test is required.

Basic Qualifications

Depending on years of experience, guards can be hired at grade GS-3 (1 year), GS-4 (2 years), or GS-5 (3 years). This experience includes having protected lives or property, or maintained law and order in the Armed Forces, Coast Guard, or with private or Government protection agencies. Competition in examination of applicants entering Federal service is restricted to veterans who have established their preference, as long as there are any available to be hired. Refer to page 15 for the application procedure to follow, depending on your "status" and eligibility. For more information, contact the OPM Office having jurisdiction over the location where you wish to work (see page 16).

Administrative Careers



The National Park Service is supported by managerial and financial administrative personnel working in varied jobs.

See page 15 for discussion of the correct application process to follow, depending on your "status" and eligibility. For those who must apply to the OPM, the following examinations are appropriate for the administrative positions discussed below except for accounting and clerical/secretarial positions: No examination is required for grades GS-5 and GS-7; when these positions are filled from outside the Federal service at higher levels, names are obtained from the Mid-Level (GS-9 through GS-12) and Senior-Level (GS-13 through GS-15) OPM lists of eligibles (see page 16 on contacting the OPM).

Administrative Officer, Administrative Assistant

Positions involving miscellaneous administrative duties are located in various parks and Regional Offices. These positions include duties in two or more of the following fields: personnel, budget, supply procurement, and property management. Entry levels are usually at GS-5 and GS-7.

Personnel, Budget, Procurement, and Property Management

Specialized positions in the personnel, budget, procurement, and property management fields are located in large parks, Regional Offices, and the Washington Office of the Park Service.

Management and Systems Analysts

Management and systems analysts seek to improve administration of the Park Service by applying the latest management techniques to problems of organization, communication, data processing, work methods, and similar functions. Most of these positions are located in the Washington Headquarters Office.

Accountant

Professional accounting positions are located in the Park Service Regional Offices and the Washington Office. Entry levels are at GS-5 and GS-7.

If you need to apply to the OPM, the examination announcements state the qualification requirements for grades GS-5 through GS-12; there is no written test. See page 16 on contacting the OPM to obtain announcements.

Clerical and Secretarial

There is a continuing need for well-qualified and highly-competent Clerks, Typists, and Stenographers to serve in almost every area of the Park Service. Entry levels for these positions are GS-2, GS-3, and GS-4.

If you need to apply to OPM, the appropriate examinations are announced locally by the OPM; announcements can be obtained by contacting the OPM (see listing beginning on page 16). The examination includes a written test of verbal abilities and clerical aptitude and certification of proficiency.

DESIGN AND CONSTRUCTION

Most of the Engineers, Architects, Landscape Architects, Recreational Planners, and others performing related services are based in our planning and design facility, the Denver Service Center, located in Denver, CO. Occasionally, such positions are available in the Regional Offices and parks.

If you are applying for your first permanent position with the Federal Government, you must contact the OPM to obtain the appropriate examination announcement and follow the procedures outlined in the announcement.

Maintenance, Trade, and

Individuals employed in the maintenance, trade, and craft fields fill a wide variety of positions throughout the entire Park System. Laborers, General Maintenance Workers, Janitors, Motor Vehicle Operators, Engineering Equipment Operators, Carpenters, Gardeners, Painters, Electricians, Plumbers, and persons with other skills are employed in some of the larger parks. Duties may include the maintenance of roads, trails, equipment, buildings, and grounds. Small parks may depend on one person who performs many of these duties.

We depend on maintenance, trade, and craft employees who possess skills at all levels. In urban areas, where preservation of historic structures is a primary function, craftsmanship may be emphasized. Although applicants must meet certain qualifications, which are described in the appropriate announcements available from the OPM, these are based on the kind(s) and level(s) of skill rather than on the number of years of experience. Pay varies, depending on the work location and the job classification. Employees are paid hourly wage rates, which are periodically adjusted to bring them into line with prevailing wages paid to employees doing similar work in private industry. Although positions for wage system employees generally do not involve relocation within the Service, supervisory-level employees and general foremen can and do move to other park areas throughout their careers.

Craft Positions

See page 15 for the application procedure to follow, depending on your "status" and eligibility. If you need to apply to the OPM, you should first know the Park Service area(s) where you would like to work, since examination announcements are made by OPM on a local basis. Then, contact the Federal Job Information Center (FJIC(s)) (see addresses on page 16) servicing the park area(s) concerning "open" announcements under which to apply. Usually, there is no written test.

Note: Persons interested in worker-trainee positions at WG-1 or WG-2, which require no education or experience, should contact the National Park Service Regional Offices or parks for information on jobs available and how to apply. The Office of Personnel Management does not examine for these positions. Worker-trainee appointments are "temporary pending establishment of register;" however, they may be converted to career appointments after 3 years of qualifying service.

Persons eligible for Federal transfer or reinstatement should contact National Park Service Regional Offices to inquire about vacant positions (see page 20).

The National Park Service is a Bureau of the U.S. Department of the Interior. Since its creation in 1916, it has been preserving, protecting and managing the natural, cultural, historical, and recreational areas of the National Park System. Presently, the Park System comprises 321 units and 77 million acres of land in 49 States, Puerto Rico, Guam, and the Virgin Islands.

Through a variety of programs, the Park Service has continued to meet its two primary goals: to conserve natural and cultural resources and to provide the public with recreation, inspiration, and educational experiences.

Many different types of areas make up the Park System. In addition to 49 national parks, the System contains national preserves, historic sites, battlefields, seashores and lakeshores, national rivers, parkways, and recreation areas. The System also contains 101 national monuments, including natural reservations, historic fortifications, fossil remains, prehistoric ruins, and memorials. The past decade has brought an increase in the number of Park System sites serving city populations.

The National Park System's vastness testifies to its diverse job opportunities. To continue to be many things to people from all walks of life, the Service needs employees with the skills, abilities, and knowledge to translate its goals within a contemporary context. We employ talented men and women who are well acquainted with urban life, as well as those who enjoy the wide open spaces.

In the sections that follow, we offer profiles of some specific career opportunities in the National Park Service. We invite you to read on and discover how your career interests may match our diverse employment needs.

Other Opportunities

The opportunities mentioned below are limited in number because of their more specialized natures and lower staff turnover rates. At grades GS-9 and above, these positions may require advanced academic degrees or substantial specialized work experience. Most of these positions are located in our Denver Service Center, the Harpers Ferry Center, Regional Offices, or the Washington Office.

Refer to page 15 for the application procedure to follow, depending on your "status" and eligibility. If you need to apply to the OPM, you must meet the qualifications stated in the OPM examination announcement appropriate for that position. Contact the OPM to inquire whether the announcement under which you want to apply is open (see listing beginning on page 16). Persons seeking Federal transfer or reinstatement should contact our Regional Offices to inquire about vacancies.

Biological Sciences

Many positions in the biological sciences are of a research nature. These positions usually are filled at grades higher than GS-5 or GS-7 and require advanced academic degrees or specialized work experience.

Most Wildlife and Fishery Biologists are employed by the U.S. Department of the Interior, Fish and Wildlife Service, Personnel Office, Washington, D.C. 20240. Fishery Biologists also are employed by the U.S. Department of Commerce, National Marine Fishery Service, Personnel Office, Washington, D.C. 20230.

Professional Forester, Forestry Aid, and Forestry Technician positions in the National Park Service are few in number and are established according to our forest management and forest protection needs. Persons with such backgrounds usually apply for Park Ranger positions.

The National Park Service has no positions classified as Forest Ranger. Forest Rangers work for the Forest Service, U.S. Department of Agriculture. For further information, write to the agency's Personnel Office, P.O. Box 2417, Washington, D.C. 20013.

Physical Sciences

A few positions are filled in such physical science areas as geology, hydrology, and cartography. When available, some of these positions require advanced academic degrees or work experience of a specialized nature.

Most Geologists in the Department of the Interior are employed in the Water and Power Resources Service, Land Management, Mines, and the Geological Survey. Contacts with the first two Bureaus can be made by substituting the appropriate Bureau name in the address shown above for the Fish and Wildlife Service. The latter two addresses are: Bureau of Mines, 2401 E Street, N.W. (Columbia Plaza), Washington, D.C. 20237, and U.S. Geological Survey, 12201 Sunrise Valley Drive, Reston, VA 22092.

Cultural Resources

Persons with backgrounds in archeology and history, and to a lesser degree, sociology, geography, and anthropology, conduct programs concerned with the Park System's cultural resources. Many of these staff positions are located in the Denver Service Center, Regional Offices, and some related sites.

Land Acquisition

Persons with backgrounds in land acquisition, land appraisal, and other realty specializations work closely with analysts and administrators in the Washington Office, and in some parks and Regional Offices. A few positions may be filled at GS-5 or GS-7; others usually are available at the mid-levels.

Museum Staff

The Park Service has a limited number of museum professionals involved in exhibit design, collection management and museum education. Most design work is conducted at Harpers Ferry Center where plans and designs for wayside exhibits and visitor center exhibit rooms are created. Some collection management curatorial positions are also stationed at Harpers Ferry but most are working in parks caring for the site collections of natural history, archeological, historical or ethnographic museum objects. A very limited number of Museum Specialists are working in several locations performing technical conservation work on museum objects. While restricted in number, the museum jobs in the Park Service are exciting and rewarding, because few institutions have such a varied collection of objects or such a wide ranging array of themes to interpret to the public.

Writer-Editor and Public Information Specialist

A few positions directly involved in our publications and informational programs are needed in the Washington Headquarters Office, Regional Offices, and a few park areas. Persons with English, journalism, and communications backgrounds are considered.

Concessions Specialist

Applicants need backgrounds in hotel and restaurant management and Government contract compliance to evaluate and monitor restaurants and other concessions operated by private contractors in the National Park Service. A few positions may be filled at GS-5 or GS-7; others usually are available at the mid-levels and are located in the Washington Office, in some parks, and in the Regional Offices.

We receive many inquiries regarding such positions as **Oceanographer, Pilot,** and **Photographer.** Persons with such skills or training, in addition to other qualifications, sometimes are needed for certain positions. Secondary skills in oceanography, piloting or photography occasionally may be desired for Park Ranger or related park management or park operations positions. Whether or not these skills are needed will depend upon the specific duties and the job location; see pages 4 to 6 for discussion of Park Ranger and related positions.

Photographic skills are needed for certain audiovisual positions, most of which are located in our Interpretive Center in Harpers Ferry, WV. The Center's staff is quite small and vacant positions do not occur often.

Occasionally, **Paralegal Specialist** positions are available in the National Park Service. These positions are usually filled at the mid- or senior-levels; a few may be filled at GS-5 and GS-7.

We have no positions classified as **Attorney;** attorney positions in the Department of the Interior are located in the Solicitor's Office. Persons with bar membership should obtain from the OPM (see page 16) the pamphlet entitled "In Public Practice," which lists the addresses of Federal agencies that hire Attorneys.

We receive many inquiries regarding **Chaplain** or **Minister** positions. Although the National Park Service does not have positions classified as such, there is a privately-sponsored ministry program in the national parks. This program is coordinated by the Director, Christian Ministry in the National Parks, 222½ East 49th Street, New York, N.Y. 10017.

For Your Information

Seasonal Employment

The National Park Service hires employees on a seasonal basis as described in our Seasonal Employment brochure. To obtain a copy of this brochure, contact any of our Regional Offices or the Seasonal Employment Unit in the Washington, D.C., Office (see page 20).

Volunteers in Parks

The Volunteers in Parks (VIP) program offers interested persons the opportunity to volunteer their time and abilities in contributing to park programs. Copies of the VIP brochure and application form are available from any of our Regional Offices (see page 20).

Veterans and individuals with "handicapping" conditions are eligible for additional consideration and assistance in obtaining Federal employment. Under certain circumstances, they may be hired without competition on civil service examinations.

Selective Placement Program

Many physically handicapped individuals, some mentally retarded individuals, and the vast majority of mentally restored individuals find Federal employment through the normal competitive procedures in the same manner as those who are nonhandicapped. Others, however, cannot be assessed fairly and accurately by using the usual examination procedures. To meet the needs of qualified severely handicapped, mentally retarded, or mentally restored applicants, the National Park Service actively utilizes several special appointment authorities approved by the OPM. These techniques are used to provide eligible individuals with both temporary "trial" appointments and continuing employment in specific positions which match job tasks and work environment to accommodate their disabilities.

We encourage you to contact one of our Selective Placement Coordinators in any of our Regional Personnel Offices to obtain information on the opportunities available for handicapped individuals (see page 20).

Veterans Readjustment Appointment (VRA)

Who is Eligible: Veterans discharged with other than a dishonorable discharge who either (a) served on active duty for a period of more than 180 days or (b) were discharged or released from active duty for a service-connected disability are eligible if any part of such active duty was performed during the period beginning August 5, 1964, and ending May 7, 1975. Nondisabled veterans must have completed no more than 14 years of education; however, the 14-year educational restriction is waived for compensably disabled veterans and veterans discharged because of service-connected disabilities.

Qualifications Required: For jobs at grades GS-1, GS-2, or GS-3, military service is usually qualifying if the employing office determines that the veteran can do the required work. However, at higher grade levels, the veteran must meet the minimum qualification standards, including passing a written test, if required.

Training Program: The veteran and the employing office will work out a training or educational program designed around the veteran's interest, the agency's needs, and the training or educational facilities available in the area. After 2 years, upon satisfactory completion of the training and satisfactory job peformance, the veteran's appointment is converted to career or career-conditional.

We encourage you to contact a Personnel Staffing Specialist in any of our Regional Personnel Offices for more specific information on the VRA (see page 20).

Veteran Preference

For honorably separated veterans whose active duty lasted more than 180 days and began before October 5, 1976 (and in some cases, spouses and mothers of veterans), Veteran Preference adds 5 or 10 points to their eligibility scores on civil service registers. Since this score determines the order of individual names on an OPM register, Veteran Preference increases the chances of being certified. If anyone eligible for Veteran Preference is listed on a certificate issued to an agency, the agency may not pass over the veteran to hire a nonveteran unless the OPM finds the passover justifiable.

Veterans can get more detailed information and pamphlets explaining these and other benefits from the FJIC in their area (see page 16).

NOTE: The Park Service provides neither training nor financial aid to prospective employees. However, for information on scholarships and financial aid, you may obtain the publication entitled "Student Consumer's Guide" by writing to Basic Grants, P.O. Box 84, Washington, D.C. 20044. This booklet is available in both English and Spanish editions in many high school, college, and public libraries.

The Park Service does not recommend one educational institution above another in order to qualify for any position. For those cases in which education may be substituted for experience, the education can be acquired in any accredited college or university. Courses taken through nonaccredited sources are acceptable if you can show that the state university where the nonaccredited institution is located will accept college credit for the coursework.

Some publications to consult or obtain are: "Comparative Guide to American Colleges and Universities," "Lovejoy's Career and Vocational School Guide" (in libraries and for sale commercially), "The Directory of Professional Preparation Programs in Recreation, Parks and Related Areas" (which lists about 300 colleges and universities offering such degrees), and the "Curriculum Catalogue" (both obtainable from the National Recreation and Park Association Book Center, 3101 Park Center Drive, Alexandria, VA 22302).

Employment Benefits

Benefits

For detailed information on Federal Government Employee benefits, including annual and sick leave, retirement, life insurance, and health benefits, please obtain from the OPM any of its brochures in the "Fed Facts" publication series. See page 16 on how to contact the OPM offices. These publications also are available from most large Federal Agency Personnel Offices.

Training

To supplement on-the-job development, several formal training programs serve the needs of National Park Service employees. Two training centers, the Horace M. Albright Training Center at Grand Canyon National Park, AZ, and the Stephen T. Mather Training Center at Harpers Ferry, WV, offer facilities and resources for training. These centers are for inservice training use; with few exceptions, courses are not open to the general public.

Employees may take advantage of certain training opportunities outside the Service at Government expense, including full-time graduate level college work at selected universities for a few, especially well-qualified persons. In most cases, the coursework may be started only after a person has been employed at least one year, and only when the schooling is directly applicable to the employee's duties.

Application and Hiring

Federal agencies fill jobs in several ways. They can promote an employee; hire an employee who wants to transfer from another agency; reinstate a former Federal employee; or they can request the names of applicants from an OPM register; or obtain direct authority from OPM.

Competitive Application

If you are considering a career with the Federal Government for the first time, you must first apply and obtain eligibility on a civil service register. This is not a particularly difficult procedure, but it can take time and does vary from position to position.

Your best source of information about a job is the examination announcement covering that job. An announcement explains the jobs covered by the examination, what they pay, what experience or education is necessary to qualify, and how to apply. Depending on your experience, education, and interest, you can either decide which announcement covers the job you want, or ask an Information Specialist at a nearby FJIC. These OPM addresses and phone numbers are listed beginning on page 16).

A written description of your experience and education is needed to apply for any job. The form usually used for this is the Standard Form 171. Supplemental forms are sometimes required also. In some cases, a written test is necessary.

The OPM will "announce" the opportunity to apply for jobs when a Federal agency has a need to find people to fill them. This is why some announcements open and close for stated periods of time. If the examination for which you want to apply is closed, you will need to wait until it opens once again before you can file an application (unless you are a compensably disabled veteran). The FJIC(s) in the geographical area(s) in which you wish to work can provide information on open and closed announcements. **NOTE:** Applications will be accepted only for the specific positions, grade levels and work locations listed in the announcement. Unsolicited applications will not be rated or returned.

Once the OPM has received, reviewed, and processed your written application, it will mail you a "Notice of Rating." This identfies the job(s) and grade level(s) for which you qualify, your written test scores, if any, the geographic areas where you have eligibility, and how long your name will automatically remain on the register(s) for referral. If you do not keep your eligibility current, your name will be removed from the register(s).

Because hiring needs vary from time-to-time and from one location to another, you might be able to apply in one location for a particular job and be unable to apply for the same kind of work in another location. This is why it is important to check with the FJIC(s) servicing the area(s) where you want to work.

How Jobs Are Filled

When a park unit, a Regional Office, or the Washington Office has a vacancy to fill, we may ask the OPM for a list of eligibles (certificate) from the appropriate register. The OPM, in turn, certifies the best qualified candidates and forwards these names and applications to us. Job selection follows the "rule of three," meaning that we can select one of the top three available individuals on the certificate, provided we do not pass over a veteran to select a lower ranking nonveteran.

For Professional and Administrative Career (PAC) positions at grades GS-5 and 7 levels, applicants should contact the Regional Office that covers the area where employment is sought. Agencies must first attempt to staff their jobs with qualified Federal employees who are affected by reduction-in-force or reorganizations and with other Federal employees who apply for these positions under agency merit promotion programs. When outside hiring is required, agencies may request authorization from OPM to recruit and make selections from among persons who apply directly to them.

Transfer and Reinstatement

If you are eligible for Federal transfer or reinstatement, contact a National Park Service Regional Personnel Office serving the area(s) where you wish to work. Indicate your interest, and inquire about positions that are open for which you would qualify (see page 20). Generally, when there is a vacancy, it will be filled under a specific vacancy announcement.

Applicants must be either a U.S. citizen or one who owes permanent allegiance to the United States.

Salaries for employees of the Federal Government change periodically. Current salary information is available from the personnel office of any Federal Government agency or the OPM.

Federal Job Information

The Office of Personnel Management offers Federal employment information through a nationwide network of Federal Job Information Centers.

For answers to your questions about Federal employment, you can visit, write, or call the nearest FJIC. The local addresses and telephone numbers are listed below and can be found in the telephone directory under U.S. Government.

The OPM invites you to call and talk with one of its information specialists before writing a letter or filling out a job application. Information Specialists can mail you job announcements, application forms, and pamphlets. A call can save you valuable time and effort.

FJICs are normally open Monday through Friday, except holidays.

OFFICES OF PERSONNEL MANAGEMENT FEDERAL JOB INFORMATION/ TESTING OFFICES

Contact the Federal Job Information/Testing Office which is nearest the location where you would like to work for information on job opportunities in that area and the forms needed to apply.

ALABAMA
Huntsville:
Southerland Building
806 Governors Dr., S.W., 35801
(205) 544-5802

ALASKA
Anchorage:
Federal Building
701 C St., Box 22, 99513
(907) 271-5821

ARIZONA
Phoenix:
U.S. Postal Service Building, Room 120
522 N. Central Ave., 85004
(602) 261-4736

ARKANSAS
Little Rock:
Federal Bldg., Room 3421
700 W. Capitol Ave., 72201
(501) 378-5842

CALIFORNIA
Los Angeles:
Linder Building, 3rd Floor
845 S. Figueroa, 90017
(213) 894-3360

Sacramento:
1029 J St., 2nd Floor, 95814
(916) 551-1464

San Diego:
Federal Building, Rm. 459
880 Front St., 92188
(619) 575-6165

San Francisco:
211 Main St., Second Floor, Room 235, 94105
(415) 974-9725

COLORADO
Denver:
P.O. Box 25167, 80225
(303) 236-4160
Located at: 12345 W. Alameda Pkwy., Lakewood, CO

For job information (24 hrs. a day) in the following States dial:
Montana: (303) 236-4162
Utah: (303) 236-4165
Wyoming: (303) 236-4166

For forms and local supplements dial: (303) 236-4159

CONNECTICUT
Hartford:
Federal Building, Rm. 613
450 Main St., 06103
(203) 240-3263

DELAWARE
(See Philadelphia, PA listing)

DISTRICT OF COLUMBIA
Metro Area:
1900 E St., N.W., Rm. 1416, (202) 653-8468

FLORIDA
Orlando:
Federal Building and U.S. Courthouse
80 N. Hughey Ave., Rm. 229, (305) 648-6148

GEORGIA
Atlanta:
Richard B. Fussell Federal Bldg., Rm. 960
75 Spring St., S.W., 30303
(404) 331-4315

GUAM
Agana:
Pacific Daily News Building
238 O'Hara St., Rm. 902, 96910
472-7451

HAWAII/OVERSEAS
Honolulu (and other Hawaiian Islands):
Federal Building, Rm. 5316
300 Ala Moana Blvd., 96850
(808) 541-2791
(808) 541-2784
—Overseas Jobs

IDAHO
(See Washington listing)

ILLINOIS
Chicago:
175 W. Jackson Blvd., Rm. 519, 60604
(312) 353-6192

INDIANA
Indianapolis:
Minton-Capehart Federal Building
575 N. Pennsylvania St., 46204
(317) 269-7161

IOWA
(See Kansas City, MO listing)

KANSAS
Wichita:
One-Twenty Building, Rm. 101
120 S. Market St., 67202
(316) 269-6106
In Johnson, Leavenworth and Wyandotte
Counties dial (816) 374-5702

KENTUCKY
(See Ohio listing)

LOUISIANA
New Orleans:
F. Edward Hebert Building
610 S. Maestri Pl., Rm 802, 70130
(504) 589-2764

MAINE
(See New Hampshire listing)

MARYLAND
Baltimore:
Garmatz Federal Building
101 W. Lombard Street, 21202
(301) 962-3822

MASSACHUSETTS
Boston:
Boston Federal Office Building
10 Causeway St., 02222
(617) 565-5900

MICHIGAN
Detroit:
477 Michigan Ave., Rm. 565, 48226
(313) 226-6950

MINNESOTA
Twin Cities:
Federal Building
Ft. Snelling, Twin Cities, 55111
(612) 725-3430

MISSOURI
Kansas City:
Federal Building, Rm. 134
601 E. 12th St., 64106
(816) 374-5702

St. Louis:
Old Post Office, Rm. 400
815 Olive St., 63101
(314) 425-4285

MONTANA
(See Colorado listing)

NEBRASKA
(See Kansas listing)

NEVADA
(See Sacaramento, CA listing)

NEW HAMPSHIRE
Portsmouth:
Thomas J. McIntyre Fed. Bldg., Rm. 104
80 Daniel Street, 03801
(603) 431-7115

NEW JERSEY
Newark:
Peter W. Rodino, Jr., Federal Building
970 Broad Street, 07102
(201) 645-3673
In Camden, dial (215) 597-7440

NEW MEXICO
Albuquerque:
Federal Building
421 Gold Avenue, S.W., 87102
(505) 766-5583
In Dona Ana, Otero and El Paso
Counties, dial (505) 766-1893

NEW YORK
New York City:
Jacob K. Javits Federal Building
26 Federal Plaza, 10278
(212) 264-0422

Syracuse:
James N. Hanley Federal Building
100 S. Clinton St., 13260
(315) 423-5660

NORTH CAROLINA
Raleigh:
Federal Building, 310 New Bern Ave.
P.O. Box 25069, 27611 (mailing address)
(919) 856-4361

NORTH DAKOTA
(See Minnesota listing)

OHIO
Dayton:
Federal Building
200 W. 2nd St., 45402
(513) 225-2720

OKLAHOMA
Oklahoma City:
(Mail or phone only)
200 N.,W. Fifth St., 2nd Floor, 73102
(405) 231-4948

OREGON
Portland:
Federal Building, Rm. 376
1220 S.W. Third St., 97204
(503) 221-3141

PENNSYLVANIA
Harrisburg:
Federal Building, Rm. 168
P.O. Box 761, 17108
(717) 782-4494

Philadelphia:
Wm. J. Green, Jr., Federal Building
600 Arch St., Rm. 1416, 19106
(215) 597-7440

Pittsburgh:
Federal Building
1000 Liberty Ave., Rm. 119, 15222
(412) 644-2755

PUERTO RICO
San Juan:
Federico Degetau Federal Building
Carlos E. Chardon St.
Hato Rey, P.R. 00918
(809) 753-4209

RHODE ISLAND
Providence:
John O. Pastore Federal Building, Rm. 310,
Kennedy Plaza, 02903
(401) 528-5251

SOUTH DAKOTA
(See Minnesota listing)

TENNESSEE
Memphis:
200 Jefferson Avenue,
Suite 1312, 38103-2335
(901) 521-3956

TEXAS
Dallas:
(Mail or phone only)
Rm. 6B17, 1100 Commerce St., 75242
(214) 767-8035

Houston:
(Mail only—recording)
(713) 226-2375

San Antonio:
(Mail or phone only)
643 E. Durango Blvd., 78206
(512) 229-6611 or 6600

UTAH
(See Colorado listing)

VERMONT
(See New Hampshire listing)

VIRGINIA
Norfolk:
Federal Building, Rm. 220
200 Granby Mall, 23510-1886
(804) 441-3355

WASHINGTON
Seattle:
Federal Building
915 Second Ave., 98174
(206) 442-4365

WEST VIRGINIA
(See Ohio listing)

WISCONSIN
Residents in Counties of Grant, Iowa, Lafayette, Dane, Green, Rock, Jefferson, Walworth, Waukesha, Racine, Kenosha and Milwaukee should dial (312) 353-6189 for job information. All other Wisconsin residents should refer to the Minnesota listing for Federal Job Information in their area.

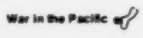
WYOMING
(See Colorado listing)

The National Park System

Alaska

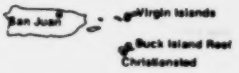
Seven national park areas in Alaska have adjoining national preserves, counted as separate units of the National Park System. They are: Aniakchak, Denali, Gates of the Arctic, Glacier Bay, Katmai, Lake Clark, and Wrangell-St. Elias.

Guam



Hawaii

Puerto Rico and the Virgin Islands



National Park Service

Regional Offices Washington Office and Service Centers

North Atlantic Region
15 State Street
Boston, Massachusetts 02109
617/223-3774
617/223-6506 EEO Office
(Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey)

Mid-Atlantic Region
143 South Third Street
Philadelphia, Pennsylvania 19106
215/597-7074
215/597-0865 EEO Office
(Pennsylvania, Maryland, West Virginia, Delaware, Virginia)

National Capital Region
1100 Ohio Drive, S.W.
Washington, D.C. 20242
202/485-9790
202/426-7757 EEO Office
(District of Columbia and nearby Maryland, Virginia, West Virginia)

Southeast Region
75 Spring Street, S.W.
Atlanta, Georgia 30303
404/331-5714
404/331-4985 EEO Office
(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands)

Midwest Region
1709 Jackson Street
Omaha, Nebraska 68102
402/221-3456
402/221-3497 EEO Office
(Ohio, Indiana, Michigan, Wisconsin, Illinois, Minnesota, Iowa, Missouri, Nebraska, Kansas)

Rocky Mountain Region
12795 West Alameda Pkwy
P.O. Box 25287
Denver, Colorado 80225-0287
303/969-2727
303/969-2510 EEO Office
(Montana, North Dakota, South Dakota, Wyoming, Utah, Colorado, Arizona)

Southwest Region
P.O. Box 728
Santa Fe, New Mexico 87501
505/988-6427
505/988-6676 EEO Office
(Arkansas, Louisiana, New Mexico, Oklahoma, Texas, Arizona)

Western Region
450 Golden Gate Avenue
Box 36063
San Francisco, California 94102
415/556-7230
415/556-0768 EEO Office
(Arizona, California, Nevada, Hawaii)

Pacific Northwest Region
83 South King Street, Suite 212
Seattle, Washington 98104
206/442-4409
206/442-0863 EEO Office
(Idaho, Oregon, Washington)

Alaska Region
2525 Gambell St., Room 107
Anchorage, Alaska 99503
907/257-2575
907/271-2625 EEO Office
(Alaska)

Washington Office
National Park Service
Interior Building, Room 2328
P.O. Box 37127
Washington, D.C. 20012-7127
202/343-4648
202/343-6736 EEO Office

Harpers Ferry Center
National Park Service
Harpers Ferry, West Virginia 25425
304/535-6371
304/535-6371 x6380 EEO Office

The National Park System

UNITED STATES
DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
P.O. BOX 37126
WASHINGTON, D.C. 20013-7127

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